



## **TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES**

**DEPARTMENT OF INDUSTRIAL RELATIONS  
DIVISION OF WORKERS' COMPENSATION  
Headquarters - Public Information Office**

### **INFORMATION OFFICER I (SPECIALIST)**

**Salary:** \$ 4255.00 – 5172.00

**Location:** 1515 Clay Street, Oakland, CA 94612

**Duties:** Under the direct supervision of the Information Officer II and in cooperation with the Electronic Adjudication Management System (EAMS) project team, the Information Officer I is responsible for developing and implementing an effective communications strategy for EAMS; enacts communication plan in collaboration with EAMS project team; plans, writes, edits, and prepares information material on EAMS; acts as spokesperson and presents information on EAMS; educates high level state officials, agencies and departments, community based organizations, the media and the general public about EAMS; and performs other duties as required.

**Special Personal Characteristics:**

Appreciation of the need to inform and educate the public; professionalism, creativity and teamwork; appreciation of news values; ability to analyze situations accurately and adopt effective courses of action; ability to establish and maintain cooperative working relations with the news media and other public groups; ability to gain and hold the confidence and respect of those contacted in the work.

**The EAMS project** will replace the current workers' compensation court technology and supporting infrastructure so the Division of Workers' Compensation (DWC) can more quickly resolve workers' compensation claims. The EAMS project will inform and educate both the private and public sector as it will impact injured workers, employers, medical providers, attorneys, DWC employees and others who interact with the workers' compensation system.

**SROA and Surplus Employees will be given first consideration and are encouraged to apply.**

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending a State Application form (Std 678) to:

Department of Industrial Relations  
Division of Workers' Compensation  
P.O. Box 420603  
San Francisco, CA 94142-0603  
**Attention: Venus Smith**

**Applications accepted until February 28, 2007, or until position filled**

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.